



Cancel Invoice Document Online Help Procedure

Purpose

Use this procedure to cancel a posted LIV invoice, an invoice that references a purchase order.

Trigger

Perform this procedure when an invoice has a non-editable error. Once a parked invoice is posted, there are few changes that can be made - change header text, payment method, payment terms. If the user discovers an error in any other field, the invoice can must be canceled.

Prerequisites

- Purchase order
- Vendor invoice
- Posted LIV invoice
- Document number

Menu Path

Use the following menu path(s) to begin this transaction:

- Accounts Payable ➔ Invoice Approval ➔ Manage Invoice - LIV ➔ Cancel Invoice Document

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI:

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.



Canceling an LIV invoice does not manually clear the corresponding accounting document. To do so, use the Clear Vendor Document OLHP.



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Procedure

1. Start the transaction by accessing the **Accounts Payable** tab.

Maintain Bank Master Data - FMMI Portal - Training

The screenshot displays the FMMI Portal interface. At the top, the USDA logo and 'United States Department of Agriculture Financial Management Modernization Initiative' are visible, along with 'Help' and 'Log Off' links. Below this is a navigation bar with tabs: 'Welcome', 'Accounts Payable' (selected), 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Periodic F'. Under the 'Accounts Payable' tab, there are sub-tabs: 'Bank Master Data Maintenance' (selected), 'Invoice Process', 'Invoice Approval', 'Payment Process', 'Payment Certification', 'Payment Reversal', and 'Treasury Disburs'. The main content area is titled 'Maintain Bank Master Data' and includes a 'History' link, a 'Back' button, and a 'Forward' button. On the left side, there is a 'Detailed Navigation' pane with a tree view showing 'Maintain Bank Master Data' and a 'Portal Favorites' section below it.

2. Click the **Invoice Approval** tab.



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Display Invoice Overview - FMMI Portal - Training

3. Click the **Manage Invoice - LIV** business activity link [Manage Invoice - LIV](#).



Cancel Invoice Document Online Help Procedure

Post Invoice - FMMI Portal - Training

The screenshot shows the FMMI Portal interface. At the top, there is a green header bar with the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". To the right of the header are links for "Help" and "Log Off". Below the header is a navigation bar with tabs for "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Periodic F". Below this is a sub-navigation bar with links for "Bank Master Data Maintenance", "Invoice Process", "Invoice Approval", "Payment Process", "Payment Certification", "Payment Reversal", and "Treasury Disburs".

The main content area is titled "Post Invoice" and includes a "Detailed Navigation" sidebar on the left. The sidebar lists several options under "Manage Invoice - LIV", including "Post Invoice", "Block Invoice", "Release Blocked Invoice", "Cancel Invoice Document", "Post Subsequent Credit", and "Post Subsequent Debit". The "Cancel Invoice Document" option is highlighted.

The main content area displays the "Display Invoice Document" form. The form has a title bar with buttons for "Menu", "Back", "Exit", "Cancel", "System", and "Display Document". Below the title bar, there are two input fields: "Invoice Document No." and "Fiscal Year".

4. Click the **Cancel Invoice Document** task link [Cancel Invoice Document](#).



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Cancel Invoice Document

5. As required, complete/review the following fields:

Field	R/O/C	Description
Invoice Document No.	R	Number which uniquely identifies an invoice document. Example: 5100000020
Fiscal Year	O	The fiscal year the referenced document was parked or created. Example: 2010

6. Click the **Reversal Reason** field ☒.



There are five reversal entries:

Reversal Code	Description
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01	Reversal in current period
02	Reversal in closed period
03	Actual reversal in current period
04	Actual reversal in closed reversal
05	Accrual/defferal posting

Users will often use reversal code 1 and 2. Reversal code 1 used if the reversal posting date is the same as the original document posting date. Reversal code 2 is used if the dates differ. Codes 3-5 should not be used.

Reversal Reason

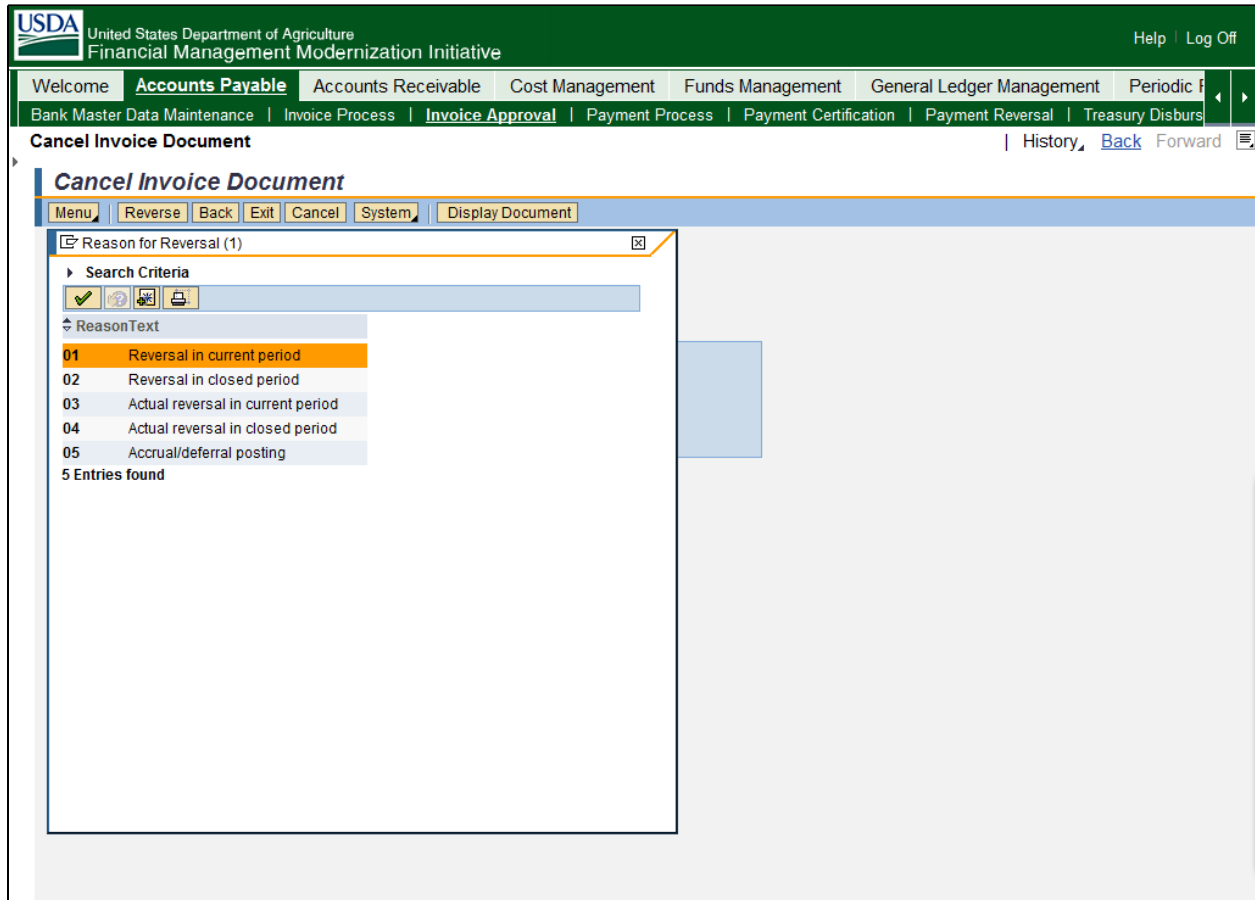
7.



Cancel Invoice Document Online Help Procedure

Click the **Search** button .

Search Criteria



The screenshot displays the 'Cancel Invoice Document' online help procedure. The interface includes a header with the USDA logo and the text 'United States Department of Agriculture Financial Management Modernization Initiative'. Below the header is a navigation bar with tabs for 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Periodic'. The 'Accounts Payable' tab is selected. Below the navigation bar is a sub-header for 'Cancel Invoice Document' with links for 'History', 'Back', and 'Forward'. The main content area shows a search criteria dialog box titled 'Reason for Reversal (1)'. The dialog box has a 'Search Criteria' section with a list of reversal reasons. The first option, '01 Reversal in current period', is highlighted in orange. The other options are '02 Reversal in closed period', '03 Actual reversal in current period', '04 Actual reversal in closed period', and '05 Accrual/deferral posting'. The dialog box also shows '5 Entries found'.

8. Select the appropriate reversal reason **01 Reversal in current period**.



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Cancel Invoice Document - FMMI Portal - Training

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Help | Log Off

Welcome Accounts Payable Accounts Receivable Cost Management Funds Management General Ledger Management Periodic F
Bank Master Data Maintenance Invoice Process Invoice Approval Payment Process Payment Certification Payment Reversal Treasury Disburs

Cancel Invoice Document | History Back Forward

Cancel Invoice Document

Menu Reverse Back Exit Cancel System Display Document

Invoice Document No. 5100000020
Fiscal Year 2010

Details Re Reversal Posting

Reversal Reason p1
Posting Date
Document Date

9. As required, complete/review the following fields:

Field	R/O/C	Description
Posting Date	O	Date which is used when posting a document. Example: 01/07/2010
Document Date	O	The date on which the original document was created. Example: 12/30/2009

10. Click the **Reverse** button **Reverse**.



Click the Display Document button if the user would like to view the document before reversing the invoice. Otherwise, continue the reversal with the Reverse button.

11. The transaction has been completed successfully. End of procedure.



Cancel Invoice Document Online Help Procedure

USDA United States Department of Agriculture
Financial Management Modernization Initiative Help | Log Off

Welcome **Accounts Payable** Accounts Receivable Cost Management Funds Management General Ledger Management Periodic f
Bank Master Data Maintenance | Invoice Process | Invoice Approval | Payment Process | Payment Certification | Payment Reversal | Treasury Disburs

Cancel Invoice Document | History [Back](#) Forward

Cancel Invoice Document

Menu Reverse Back Exit Cancel System Display Document

Invoice Document No. 5100000020
Fiscal Year 2010

Details Re Reversal Posting
Reversal Reason 01
Posting Date
Document Date

Document reversed with no. 5100000021: Please manually clear FI documents



On the bottom left corner is the document number for the canceled LIV invoice. Please note that the document number is different from the original LIV invoice.



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Comments

Refer to the following additional materials:

- Enter and Park LIV Invoice
- Display Parked LIV Invoice
- Change LIV Invoice
- Post LIV Invoice
- Display Invoice Overview
- Clear Vendor Document